

# Memorandum



**Date:** May 26, 2011

**To:** Department Directors

**From:** Mary Lou Rizzo, Director  
Human Resources

**Subject:** Bi-weekly Pay Periods and County Holidays - 2012

The following bi-weekly pay periods and paydays for the year 2012 are to be used for leave accrual purposes and to establish employee leave and pay anniversary dates.

PP#	Pay Period Begin	Pay Period End	Pay Day		PP#	Pay Period Begin	Pay Period End	Pay Day
1	12/26/2011	1/8/2012	1/13/2012		14	6/25/2012	7/8/2012	7/13/2012
2	1/9/2012	1/22/2012	1/27/2012		15	7/9/2012	7/22/2012	7/27/2012
3	1/23/2012	2/5/2012	2/10/2012		16	7/23/2012	8/5/2012	8/10/2012
*4	2/6/2012	2/19/2012	2/24/2012		17	8/6/2012	8/19/2012	8/24/2012
5	2/20/2012	3/4/2012	3/9/2012		*18	8/20/2012	9/2/2012	9/7/2012
6	3/5/2012	3/18/2012	3/23/2012		19	9/3/2012	9/16/2012	9/21/2012
7	3/19/2012	4/1/2012	4/6/2012		20	9/17/2012	9/30/2012	10/5/2012
8	4/2/2012	4/15/2012	4/20/2012		21	10/1/2012	10/14/2012	10/19/2012
9	4/16/2012	4/29/2012	5/4/2012		22	10/15/2012	10/28/2012	11/2/2012
10	4/30/2012	5/13/2012	5/18/2012		*23	10/29/2012	11/11/2012	11/16/2012
*11	5/14/2012	5/27/2012	6/1/2012		*24	11/12/2012	11/25/2012	11/30/2012
12	5/28/2012	6/10/2012	6/15/2012		25	11/26/2012	12/9/2012	12/14/2012
13	6/11/2012	6/24/2012	6/29/2012		*26	12/10/2012	12/23/2012	12/28/2012

\* **Revised schedule for PAR pick up due to holiday**

Following are the thirteen (13) County-observed holidays for the year 2012, unless otherwise specified by collective bargaining agreement:

New Year's Day 2012, Monday, January 2, 2012  
Martin Luther King's Birthday, Monday, January 16  
President's Day, Monday, February 20  
Memorial Day, Monday, May 28  
Independence Day, Wednesday, July 4  
Labor Day, Monday, September 3  
Columbus Day, Monday, October 8

Veterans Day, Monday, November 12  
Thanksgiving Day, Thursday, November 22  
Friday after Thanksgiving, Friday, November 23  
Christmas Day, Tuesday, December 25  
Employee's Birthday  
Floating Holiday

The Floating Holiday is to be taken at the mutual convenience of the employee and the department. This holiday is not compensable and cannot be accrued or transferred from one fiscal year to the next. Only career employees having more than nine (9) pay periods of County service are eligible to use this holiday. The employee earns this holiday at the beginning of each fiscal year (October 1st).

The Birthday Holiday is also taken at the mutual convenience of the employee and the department and must be taken within six months of occurrence or it is forfeited. Neither the Birthday Holiday nor the Floating Holiday is paid out at separation.

Employees who are out of pay status for any portion of the day before or after a holiday will not be eligible to be paid for, or bank, the holiday.

c: Alina T. Hudak, County Manager  
County Executive Office Senior Staff  
Departmental Personnel Representatives  
Human Resources Senior Staff  
Union Presidents